



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HESSEN**  
**UNIT 20193, BOX 0001**  
**APO AE 09165-0001**

APR 3 2006

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Standard Operating Procedures (SOP) for the Processing and Logging of Civilian Misconduct Action Authority Actions in USAG Hessen**

**1. References:**

- a. Army in Europe Regulation 27-9, Misconduct by Civilians, 27 October 2003
- b. Army in Europe Regulation 27-10, Military Justice, 30 March 2005
- c. Army in Europe Regulation 190-1, Registering and Operating Privately Owned Motor Vehicle in Germany, 9 March 2005.
- d. Army in Europe Regulation 190-6, Registering and Owning Privately Owned Firearms and Other Weapons in Germany, 27 April 2005.
- e. Army in Europe Regulation 190-16, Installation-Access Control, 22 March 2005.
- f. USAREUR Regulation 600-1, Regulated Activities of Members of the U.S. Forces, Civilian Component and Family Members, 13 July 1999.

**2. Purpose:** To standardize procedures for processing civilian misconduct actions that occurs in the USAG Hessen region.

**3. Scope:** The procedures outlined in this SOP apply to all Civilian Misconduct Action Authorities (CMAAs) and their assistants (ACMAAs) in USAG Hessen.

**4. Discussion**

a. Civilian misconduct cases received by the ACMAAs will be processed in the following manner. All cases will be logged in a central database. The database will have as a minimum the following information.

(1) ACMAA Admin Number

(2) Type of Incident

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- (3) MPR or Other Identifying Source
- (4) Type of Action Taken
- (5) Name of Subject or Person Involved
- (6) SSN or Other Numerical Identifier
- (7) Address
- (8) Date Received
- (9) Date Filed
- (10) Number of Prior Incident
- (11) Race of Person Involved
- (12) Status: FM, LN, AF, NAF, DODDS or AAFES Contractor
- (13) Name of Sponsor
- (14) Address of Sponsor
- (15) Telephone Number of Sponsor

b. A case summary file will be maintained to show when the case was received and all actions taken until the case was finalized. An AE Form 27-9A, dated May 2003, will also be completed regarding all cases.

c. Further case will be logged and maintained by the ACMAAs for all incidents of misconduct concerning any civilian or family member that is an authorized U.S. Forces ID card holder. In some instances you may have to open a file regarding local nationals that commit crimes against soldiers, family members and DOD civilians or DOD property. Cases that involve personnel that do not reside in your AOR will be maintained for informational and statistical purposes and forwarded to the appropriate CMAA for action. All cases of this nature will be processed in accordance with AER 27-9.

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5. The point of contact is Mr. Woods, USAG Hessen, ACMAA at DSN 322-1770 or CIV 06181-88-1770.

FOR THE COMMANDER:



ROBERT KANDLER

Deputy to the Commander

DISTRIBUTION:

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